



## LISS PARISH COUNCIL

Minutes of the Facilities Committee meeting held on 2<sup>nd</sup> March 2020, 7pm

### MEMBERS

\*D. Dodds (Chairman) R. Hargreaves K Budden \* I. James D. Jerrard \*M. Knibbs  
\*H. Linsley \*A. Smith \*N. Wilson \*B. Mayo (Co-opted Member)

\*Present, in addition to Cllr S. Baldwin and one member of the public (Ian Norbury)  
Clerk: Sarah Smith

The Chairman welcomed the new Members, Cllrs Knibbs and Wilson, to the Facilities Committee.

### **01/F20 Apologies**

Apologies were accepted from Cllrs Hargreaves, Budden and Jerrard.

### **02/F20 Declarations of Interests**

Cllr Smith declared an interest as the Chairman of 1<sup>st</sup> Liss Scouts. Brian Mayo declared an interest as the Chairman of the Men's Shed Initiative and Cllr Wilson as a member. Cllr Linsley and Brian Mayo noted their positions as Trustees to the NCPFT.

### **03/F20 Adjournment for public participation**

Members agreed a period of adjournment for public participation.

Ian Norbury (IN) gave a presentation on proposals for partial occupation of the Groundsman's Hut by the Liss Men's Shed (LMS). IN outlined the initiative which would provide benefit to men's mental health in particular, although open to women too, through social interaction and engagement in practical projects for community benefit or individual interest. The proposals included provision of a small workshop area for the Groundsman with external storage for the Land Rover and equipment. This would leave the main area of the Hut for LMS activities such as woodwork with a proposed shared area for seating, kitchen and toilet. The proposed formal arrangement would be a 7-year lease with LPC on rent to be agreed. Following discussions with the Groundsman and commencement of clearance works, Mr Norbury was confident that this space would meet LPC's needs.

The Chairman confirmed that he felt the proposal would meet the needs of LPC in terms of grounds maintenance arrangements, but sought a commitment from the LMS that the proposals would be fully funded and thereby present no cost implications to LPC. He also took the opportunity to remind the Committee that there had been a previous discussion on a similar issue at Council in June 2018 following an approach from another interested party. At the time, Members had agreed that it was too early for any detailed discussions to take place as this would depend on the facility becoming surplus to requirements and subsequently consideration of all possible options for the future use of the facility. Since that discussion the Pavilion had been completed but the new workshop space provided there was complementary to and could not replace the current provision at the NC Groundsman's Hut. It had also been established, through clearance and investigations, that the NC Groundsman's Hut was not surplus to requirements, but that it did have surplus capacity.

Cllr Smith reminded Members of the requirements of the Financial Regulations on Assets, Properties and Estates (s14). These required a Council decision to lease or otherwise dispose of any property, plus a detailed Report to Council containing a valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

Cllr Linsley highlighted the need for a full legal agreement for any lease of the property; noting the

lack of funds available in the budget which had now been set for 20/21; and the possibility of using the Village Voice to highlight the space available to other potential users so that Council could make an informed decision in due course.

Cllr Wilson noted that the initiative could be of real benefit to the village and so the issues outlined above should be investigated in order to maintain momentum. Cllr Wilson advised that he had signed a letter of support for the LMS to assist with further funding in view of LPC's positive position on the initiative to date.

Cllr Smith undertook to return to the other interested party to provide an update and to establish whether partial occupation of the Hut might be of interest, possible even a shared venture with LMS.

By way of summary, the Chairman invited the LMS to confirm that the proposal could be achieved at no cost to LPC so that this could be presented as a workable option to Full Council.

Cllr Baldwin joined the meeting during the discussion at 19.25.

Ian Norbury left the meeting at 19.58.

The meeting was re-convened at 19.58.

#### **04/F20 Minutes of the Facilities Committee of 2<sup>nd</sup> December 2019**

**Resolved:** That the minutes of the Facilities Committee meeting of 2<sup>nd</sup> December 2019 be accepted as an accurate record of the meeting (proposed by Cllr Knibbs and seconded by Cllr Linsley with all in favour).

The Chairman noted that all matters arising would likely come up under agenda items.

#### **05/F20 Liss Pavilion**

ii)Snagging list: The Chairman noted that the heating issue had been resolved by the replacement of a faulty valve by the contractor and the water temperature resolved though some adjustments. In addition, the Rainwater Harvesting System had been turned off due to insufficient pressure for flushing the toilets (the contractor was investigating). All snagging issues were due to be considered in a meeting with the Project Manager in April.

iii)Wheelchair/pushchair access: The Chairman advised the bid for SDNPA funds to reinstate the pavement outside the Pavilion and to provide an accessible path through the car park had been successful. The work would be carried out alongside the installation of the two courtesy crossings at each end of the West Liss Recreation Ground; a date for the works was pending.

iv)Screening between West Liss Recreation Ground and St. Mary's Road: The Chairman advised that some mitigating measures to improve screening had been carried out: privacy screening (which still allows the light to come through) had been applied to the top half of the rear windows of the Main Hall which meant the two houses closest on St. Mary's Road could no longer be seen from inside; users had been asked to leave the rear blinds down to reduce the light emission; users who leave lights on are being chased and fines are to be considered for repeat offenders; a notice had been put up advising that the rear fire door should only be used in emergencies (and therefore not be propped open) and a decision had been made to plant four or five Pittosporum Tenuifolium trees between the rear track and the hedge.

v)Signage: Members agreed to pursue the option of a rustic sign to alert people to the location of the Pavilion, to explore whether any directional signage could be achieved at low cost and approved the siting of the Scout's signage on the building to avoid any signage clutter to the front.

#### **06/F20 Village Hall**

i)Insurance claim: The Chairman noted that the claim submitted for incidental losses arising from damage caused to Village Hall had been settled in full.

ii)Drain report: The Chairman advised that the required drainage works had been carried out.

iii)Oven: The Chairman advised that following discussions on the oven, the Liss Luncheon Club had sourced a replacement which better met their needs. They would provide a contribution (minus the proceeds from sale of the existing model) so that there would be no additional cost to LPC.

#### **07/F20 Groundsman's Hut**

Clearance: The Chairman noted that the clearance had been put on hold as the ground conditions meant that the full skips could not be taken away and replaced with further skips as required.

### **08/F20 Parish Office**

The Chairman noted that there were no issues arising.

### **09/F20 Newman Collard Recreation Ground**

- i) February ¼ play equipment safety inspections: The Chairman advised that all findings were Very Low Risk or Low Risk and that the Groundsman would work through any actions within his capacity.
- ii) Swing in fenced play area: The Chairman advised that an insurance claim was in hand to replace the toddler swing which had been stolen.
- iii) Bin: Members agreed that a provision of a bin near the dugouts should be considered if any funds remained in the 19/20 budget for grounds maintenance.
- iv) Drainage at NC: The Chairman advised that the Clerk continued to work with Southern Water to provide the information required to secure access their surface water drain to facilitate drainage onsite. Cllr Wilson proposed that the LMS attempt to repair the paving outside the Newman Collard Pavilion. Should this not be possible, he noted that the NCPFT might wish to make a bid for CIL funding. It was also noted that the HCC path to the left of the NC car park was in need of repair. The Clerk undertook to report this to HCC.

### **10/F20 Meeting extension**

Members agreed an extension to the meeting of no more than 30 minutes (proposed by Cllr Wilson, seconded by Cllr Linsley and with all in favour).

### **11/F20 West Liss Recreation Ground**

- i) February ¼ play equipment safety inspections: The Chairman advised that all findings were Very Low Risk or Low Risk and that the Groundsman would work through any actions within his capacity. The Clerk advised that there had been several emails about the state of the play area and that she was advising that all rotten timber items had to be removed for safety reasons and that LPC strived to completely overhaul the play area subject to a successful application for SDNPA CIL funds (NB. This is part of the SDNPA Business Infrastructure Delivery Plan 2020 which will allocate the 75% of CIL funds received across the National Park, as opposed to the 25% of proceeds within Liss which come direct to LPC). The Chairman noted that the situation was not ideal but noted that the outcome of the bid submitted in January would be known in November.

### **12/F20 Liss Forest Recreation Ground**

February ¼ play equipment safety inspections: The Chairman advised that all findings were Very Low Risk or Low Risk and that the Groundsman would work through any actions within his capacity.

### **13/F20 Riverside Walk**

- i) February ¼ play equipment safety inspections: The Chairman advised that there had been Moderate Risk findings due to rotten timbers and noted that the replacement of all play equipment at the site was due to take place this week.
- i) Bollards: The Clerk advised that bollard which had been installed to prevent unauthorised vehicular access to the Riverside Walk had been knocked down by a car and that EHDC had ordered a replacement.
- ii) Railway shelter: The Chairman advised that, following a site visit to the Mainline Business Centre to the rear of the shelter, the litter picker had cleared the affected area and the Groundsman was due to plug the gap at the rear of the platform by installing railway sleepers. The latter was subject to confirmation of funds remaining in the ground maintenance budget for this year.
- iv) Rotherbank Farm Lane Bridge: The Chairman advised that, although ownership of the bridge had not been established, EHDC had repaired the bridge and would continue to monitor on a monthly basis. Cllr Baldwin noted that cars were parking on the Riverside Walk at the other end. The Chairman clarified that this area was not owned by LPC, noting that the LPC section extended from the entrance at Station Road to just past the picnic area only. The Clerk undertook to report the concern to EHDC

who managed the remainder of the Riverside Walk.

**14/F20 Allotments**

The Chairman advised that the renewals process was coming to an end. Due to the resource intensive nature of the process the office was looking into the option of a rolling tenancy which would be activated each year by payment. The vacancies (which were at a similar level to other years following the renewals process) would be advertised in due course.

The Chairman noted that following the folding of the Woodcraft Folk, six additional plots were available. However, the area concerned was more of an open space as opposed to workable plots. Members agreed that Cllr Smith should investigate whether the local youth groups (including the Crossover, Guides, Scouts and local schools) would like to make use of the space for outdoor activities. Issues such as maintenance (the space had previously been maintained by the Woodcraft Folk) and scheduling, if more than one group wished to use the space, would need to be considered. Cllr Smith undertook to report back on the issue.

The Chairman raised the possibility of a Community Plot at Mitchells (with no charge) to be worked for the benefit of Liss Food Bank. Members agreed that the idea should be explored with the person who raised it as a starting point.

**15/F20 Tree maintenance**

The Chairman advised that all works required under the 2019 Tree Condition Survey continued to be undertaken in accordance with the priority rating allocated.

The Clerk added that there had also been remedial works required on health and safety grounds following the recent storms.

**16/F20 Projects**

i)West Liss Recreation Ground Play & Leisure Equipment Project: The Chairman noted that a bid for funding of the project was submitted by the January deadline for funding under the SDNPA Business Infrastructure Delivery Plan 2020, as discussed under West Liss Recreation Ground.

ii)Village Hall Toilet Refurbishment: The Chairman noted that, following approval of CIL funding under the SDNPA Business Infrastructure Delivery Plan 2019, measures to move forward the project were being investigated to meet the SDNPA requirements.

iii)Lych Gate: The Chairman noted that repair works were complete.

iv)Service Pollinator Project: The Chairman noted that there had been no progress since the initial meeting; the Clerk would contact the HCC lead.

v) Pocket Park Scheme: The Chairman advised that following an unsuccessful application to the MCHLG Pocket Park Programme, February Council had agreed that LPC make an application for EDDC s106 Open Spaces and Transport funds, for the sum of up to £9,677.99 and £11,025 respectively to further the Mill Road Community Garden initiative. It was hoped that, despite not being successful in the Pocket Park Initiative, the project could still be delivered in some way.

**17/F20 Any other business**

Cllr James enquired as to whether the Pavilion and Village Hall would benefit from more marketing. The Clerk agreed there was scope to do more, but that resources were an issue. The Clerk also proposed some consideration of flexibility in pricing to allow for promotions to fill empty slots. Members agreed that the issue merited a full discussion at the next meeting.

Cllr Wilson, following his first meeting of the facilities Committee, noted all the good work which was being achieved by the Committee, particularly as funding for any project work had to be secured externally due to budgetary constraints. Members noted that such achievements are reflected in the Annual Report in March each year but could also be advertised further in the Village Voice.

The meeting closed at 21.25pm.

**Date of next meeting: 22<sup>nd</sup> June 2020**

Signed..... Dated.....